LICENSE PLATE AUCTION GROUP (LPAG)

Colorado State Patrol Academy 15055 S. Golden Road, Golden, Colorado May 20, 2013

Minutes to the Meeting

Members in Attendance: Maren Rubino (Chair), Rich Medina (Vice Chair), Dave Ferrill (Secretary),

Jonathan Oliver

By telephone: Mark Simon, Kelly Perez, Chris Hochmuth

Guest in Attendance: Kit Sage

CONVENE:

The meeting was convened at about 10:05 a.m. by Maren. She explained there was no agenda distributed prior to the meeting, as their entire network is down.

Approval of March 25 Minutes

Jonathan moved to approve the minutes to the March 25 meeting; the motion was approved.

OLD BUSINESS:

RFI (Request for Information) Process

Kelly suggested that Mark describe the latest plan, as developed by William Browning of Rebound Solutions. Mark noted that William's draft plan had been e-mail to the group [see attached]. The background to the development of the plan is that SB 13-170 did pass this year, with most of what the LPAG had requested; also, SB 13-276 passed, which creates a new grant and loan fund to test innovative new projects, Mark described. The LPAG is specifically authorized to take a loan from that cast fund. The fund will be under the authority of the Disability Benefit Support Contracting Committee (DBSCC), to which the LPAG will need to present a proposal for a loan to finance the start-up operation of the license plate auction. A draft of this required proposal, as contributed by William, is what was recently distributed.

Mark suggested that it would be possible to have the loan funds available by July 1, which would enable the LPAG to begin the process of identifying a contractor to run the project. In clarifying a point in the draft proposal, Mark noted that the LPAG, not the Governor's Office, is the group authorized to take the loan.

Mark recounted his conversation with Browning about the plan as described in the proposal he developed, including five sections: Program Summary, Budget Analysis, Implementation Plan, Sustainability Plan and Budget Narrative. Once the plan is drafted, it will be reviewed by the LPAG and forwarded to the Governor's Office for approval. Mark noted that the plan needs a point of ownership, and it would be a quick turn-around project. Kelly responded that, as the representative of the Governor's Office on the LPAG, she would have no objection advocating for the loan is the other pieces were in place.

Kelly commented on the role of the Department of Personnel and Administration (DPE), which they have perceived as being procurement assistance. Mark explained that the 2013 legislation granted DPE .3 FTE for staff assistance to the DBSCC; Kelly replied she believes they are not aware of that and would advise them. Mark added that DPA also has a seat on the DBSCC to assure compliance with purchasing requirements. Kelly requested that Mark do a summary of the role(s) of DPA in the administration of the project.

Mark continued in describing the preparation of the loan request by noting that Browning volunteered to put together the loan documents and that the group would have to move quickly. Kelly said that, despite limited experience in this arena, she has not seen a group get rules promulgated in the short time Mark suggested.

Mark replied that the Office of Boards and Commissions is already working on a slate of appointment to the DBSCC; he also declared that he is prepared to work closely with them in getting operational, and predicted the

first month of the DBSCC would be one of intense activity. Mark concluded it was clear that the legislative intent in this year's legislation was that the LPAG would get a loan of \$300,000 for start-up activities.

Maren noted that the just-concluded discussion provided evidence that great progress had been made on the acquisition of the initial loan; she asked if there were other updates from board members. Kelly noted that she applauded the recent accomplishments, but it is apparent there is much work yet to be done, as many questions remain about operationalizing the initiative. Mark replied that this was his reference to the need for a projected contractor, which he hopes could happen in July. He stated that, from his perspective, three litems are needed:

1) authorizing Browning to finish his proposal, 2) review and approve the proposal, and 3) get it submitted. He suggested the pieces are in place for moving the loan forward and deciding on a contractor; we have the framework for a contract; and we can do the RFP and find someone to do this, so that we can 'hit the ground running' on July 1. Kelly asked if Rebound Solutions was positioning itself to be the contractor; Mark replied that he has seen no indication that is the case. Kelly asked about the framework for the contract and Mark explained Gina took the lead on that in the past, which was about 80% complete; Mark provided a copy [see attached].

Kelly asked that – if she and Mark work on getting the DBSCC seated, work with the DPA on their role, and press for bylaws and policy for the loan to the LPAG – could someone (or a group) take the lead on finalizing the contractor component. Kelly noted that Gina started the process and might like to stay involved in this phase. She added that the LPAG is getting to the point where it will not be as heavily involved, but it needs to press forward to finish the work at hand. Maren expressed interest in participating, but noted she would not be able to take the lead. Dave stated his conversation might be the appropriate time to explain his earlier comments in previous meetings about his future involvement with the LPAG. He will reduce his hours to 60% as of July 1 and will resign from the LPAG as of that date. He has had a conversation internally about an appointment to replace him on the LPAG; and Peter Pike has agreed to be a candidate for that appointment. Dave noted that Peter might be a resource in terms of taking leadership of the contract component, and agreed to approach Peter about taking on this assignment.

Kelly asked if the LPAG will continue to exist after the auctions are running; Mark replied the LPAG will be the ongoing governing body in a policy-making role, with the DBSCC being the body to disburse funds. Kelly asked if one could serve on both the LPAG and the DBSCC; Mark suggested that *is* possible and hopes that *does* happen, as a way to assure coordination between the two groups – one generating the funds, the other disbursing them. Kelly asked if it would be a conflict for a recipient of funds to serve on the DBSCC; Mark replied that, yes, that is the case, and a reason why someone like Peter could not serve on that body, but would be appropriate for the LPAG. Mark added that he did apply for the DBSCC.

Maren announced that Tony Anderson would present a written proposal at the June meeting from the Department of Revenue concerning the auction of license plates. The State process requires rule-making to include interested parties, of which the LPAG is one. Tony's proposal will be a starting point for that discussion.

Mark made a motion to authorize Browning to move forward with preparation of a proposal, which within five days the LPAG will either provide a response or approve. Kelly clarified that the LPAG was making application and not the Governor's Office; Mark accepted that as a friendly amendment. The motion carried.

Mark suggested a second motion – to approve Peter Pike as the lead in the process of hiring a contractor – but it was determined this decision did not require a motion.

Maren adjourned the meeting at <u>10:45 a.m.</u> and announced the next meeting would be <u>June 24</u> at <u>1881 Pierce</u>. Dave explained he would be on vacation at that time and asked that someone take notes of the meeting; Jonathan also noted he would be out of town.

<u>Submitted</u> – Dave Ferrill, Secretary